

## EDITED KSA LISTING

### CLASS: RESEARCH ANALYST I (GENERAL)

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

| #          | Knowledge, Skill, Ability   |
|------------|---|
|            | <b>Knowledge of</b>   |
| <b>K1.</b> | General knowledge of concepts and terminology used in research in producing products such as reports and engage in discussions of research topics in support of the mission of the Office of Research.  |
| <b>K2.</b> | General knowledge in planning and conducting research projects to produce reports and publications of findings and outcomes in support of the mission of the Office of Research.  |
| <b>K3.</b> | General knowledge of statistical procedures (e.g., descriptive, central tendency) to produce reports and publications to produce reports and publications of findings and outcomes in support of the mission of the Office of Research.                         |
| <b>K4.</b> | Basic knowledge of the general principles of research and the research process (e.g., sampling, ethics and analysis) of findings and outcomes in support of the mission of the Office of Research.  |
| <b>K5.</b> | General knowledge of research designs (e.g., experimental, quasi-experimental, cross sectional and longitudinal designs) to conduct projects and produce reports and publications of findings and outcomes in support of the mission of the Office of Research. |
| <b>K6.</b> | <b>General knowledge of personal computers software (i.e., Microsoft products, internet searches) products to maximize efficiency and productivity in accomplishing the goals and mission of the Office of Research.</b>  |
| <b>K7.</b> | <b>General knowledge to conduct literature reviews to provide information on prior research to produce reports and publications of findings and outcomes in support of the mission of the Office of Research.</b>   |
| <b>K8.</b> | <b>General knowledge of preparation of research reports to produce reports and publications of findings and outcomes in support of the mission of the Office of Research.</b>   |
| <b>K9.</b> | <b>General knowledge of interpreting research findings to provide information on prior research to produce reports and publications of findings and outcomes in support of the mission of the Office of Research.</b>   |

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|            | Skill to:  |
|------------|--|
| <b>S1.</b> | Gather, compile, analyze and interpret data in providing information and analysis to internal and external agencies served by the Office of Research.  |
| <b>S2.</b> | Prepare research and statistical reports's and analyze written and numerical data for internal and external agencies served by the Office of Research.   |
| <b>S3.</b> | Communicate effectively (written, verbal and listening) to work collaboratively with other staff in support of the mission of the Office of Research.  |
| <b>S4.</b> | Reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems in support of the mission of the Office of Research. |
| <b>S5.</b> | <b>Develop and evaluate alternative solutions to problems encountered in the process of providing information and analysis to internal and external agencies served by the Office of Research.</b>                       |
| <b>S6.</b> | <b>Incorporate new methodologies and techniques as encountered and incorporate into the process of providing information and analysis to internal and external agencies served by the Office of Research.</b>            |

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|            | Ability to:   |
|------------|---|
| <b>A1.</b> | Meet deadlines in a timely manner in support of mission of the Office of Research.  |
| <b>A2.</b> | Work in a professional research environment with flexibility to take direction to achieve the goals in support of the mission of the Office of Research.                                |
| <b>A3.</b> | Adapt to changing needs to achieve the goals in support of the mission of the Office of Research  |
| <b>A4.</b> | Work independently or as part of a team in order to gain and maintain the confidence and cooperation of others to achieve the goals in support of the mission of the Office of Research |
| <b>A5.</b> | Use of computer to create and edit products to achieve the goals in support of the mission of the Office of Research  |
| <b>A6.</b> | Work on multiple projects in support of the mission of the Office of Research.  |
| <b>A7.</b> | Able to prioritize work projects and tasks to complete staff work to achieve the goals in support of the mission of the Office of Research  |